



# Navy Directives

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## Format, Outline, and Punctuation

Presented By:  
DNS-15



# Format, Outline, and Punctuation

## FORMAT: STANDARDS AND PRACTICES



# Format, Outline, and Punctuation

## Format Authorities

- **SECNAV Manual 5216.5 – Department of the Navy Correspondence Manual (Chapter 7)**
- **OPNAVINST 5215.17 – Navy Directives Issuance System**



# Format, Outline, and Punctuation

## Directives Formatting

Ensure the “show all”  icon is on all times (“Home” tab of MS Word 2010)

## Margins and Layout

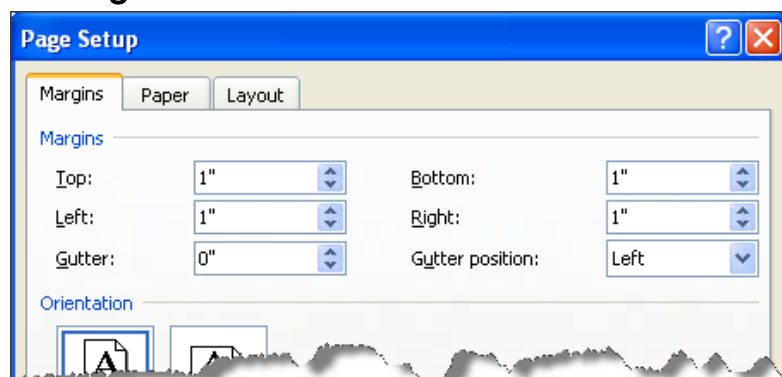
- General page margins: top, bottom, left and right: 1 inch
- Header/footer margins: header: 1 inch; footer: 0.5 inch. Exception is the first page of the directive for the e-letterhead: header margin is 0.5 inch



# Format, Outline, and Punctuation

## Setting Margins in Microsoft Word 2010

- On the “Page Layout” ribbon, open the “Page Setup” dialog box. Change the general margins settings on the “Margins” tab.



- Header and footer margin on the “Layout” tab.





# Format, Outline, and Punctuation

## Setting Paragraph in Microsoft Word 2010

- On the “Paragraph Layout” ribbon, open the “Paragraph” dialog box. Change the settings on the “Indents and Spacing” tab.

- Paragraph (Indents and Spacing):

General - Alignment is “Left”; Outline level is “Body Text”;

Indentation - Left is “0 inch”; Right is “0 inch”; Special is “None”;

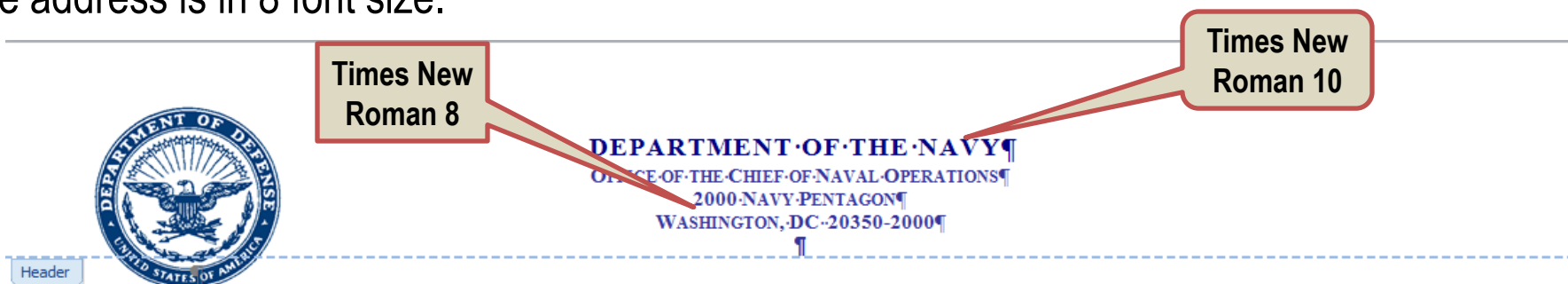
Spacing - Before is “font 0”; After is “font 0”; Line spacing is “Single”

The screenshot shows the Paragraph dialog box with the 'Indents and Spacing' tab selected. The 'General' section shows 'Alignment' set to 'Left' and 'Outline level' set to 'Body Text'. The 'Indentation' section shows 'Left' and 'Right' both set to '0"'. The 'Special' dropdown is set to '(none)'. The 'Spacing' section shows 'Before' and 'After' both set to '0 pt', and 'Line spacing' set to 'Single'. The 'Don't add space between paragraphs of the same style' checkbox is checked. The 'Preview' section shows a preview of the paragraph formatting. The 'OK' button is highlighted.



# Format, Outline, and Punctuation

The letterhead is per SECNAV M-5216.5, appendix C. For e-letterhead for CNO, font is Times New Roman and text is centered. “DEPARTMENT OF THE NAVY” is 10 font size; the address is in 8 font size.



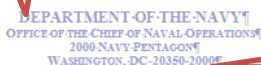
Text in body of directive:

- Font: Courier New; font size: 12
- Page numbering: every page is numbered with the exception of all page 1s, including in enclosures and attachments (exception in manual-type directives and appendices)



# Format, Outline, and Punctuation

**Header – 1  
inch**



# Times New Roman 8

**Header - 0.5  
inch**

OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1E and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction refer to SECNAV M-5210.2) §

From: --Chief of Naval Operations

Subj : ..TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN  
.....SUBJECT LINE)¶

```
Ref: ... (a) Any applicable references are inserted here
      ... (b) References must be current and listed alphabetically
      ... In order as they are cited in the text
      ... (c) Keep references to a minimum
```

Encl:--(1) All enclosures must be identified here exactly as the title appears on the actual enclosure  
(2) They must be listed numerically as they appear in the text  
(3) All enclosures must be legible and reproducible

## 1. Purpose

...a...The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.

...b... The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. Where practicable, provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. Changes made to improve readability, update background information, and the like, which do not affect the substance of the instruction, need not be summarized.

**Footer -  
0.5 inch**

**General Page  
Margins - 1  
inch top,  
bottom, left  
and right**

Font –  
Courier  
New 12

Page 1 not  
numbered

```

.....-OPNAVINST-SSIC.XX
.....DD-Mmm-YYYY-
.....(leave blank)-addf
.....once signed

```

2. Cancellation. The second paragraph must contain the statement (s) of cancellation or supersession when the instruction cancels and/or supersedes another directive (s) or other document (s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report symbol of the cancelled report and the form number of the cancelled form must be indicated in the cancellation.¶

3. Action and/or Responsibilities. All titles, groups, and organizations having action or responsibility are identified in this paragraph. The highest order of responsibility is usually listed first.

```

...a.. The only authorized font for Navy directives is Courier
New, 12 pitch. The following is the correct formatting for sub-
paragraphs. In an instruction, 2 spaces ALWAYS follow a period,
",", and a colon, ":", and 1 space ALWAYS follows end
parenthesis, ") and a semi-colon, ";". Never have a paragraph
"1" unless there is a paragraph "2" and never have a
subparagraph "a" unless there is also a subparagraph "b". §

```

...b. Sub-paragraph 29

.....(1) -Sub-paragraph 19

..... (2) Sub-paragraph 29

..... (a) Sub-paragraph 19

..... (b) Sub-paragraph 29

.....1. ..Sub-paragraph 19

.....2. Sub-paragraph 29

.....a. Sub-paragraph 19

.....b. Sub-paragraph 29

.....(1) Sub-paragraph 19

..... (2) Sub-paragraph 29

## Footer

29

**Footer -  
0.5 inch**





# Format, Outline, and Punctuation

## OUTLINE: STANDARDS AND PRACTICES



# Format, Outline, and Punctuation

## Outline of Navy Directives

### Identification

- Standard subject identification code (SSIC) - refer to the Department of the Navy SSIC Manual (SECNAV M-5210.2 of July 2012) for codes and descriptions. SSIC needs to reflect the most important subject covered in the directive. Should reflect the directive's purpose and general significance, not functional responsibilities.
- The originator of the directive determines the appropriate SSIC
  - ☐ Consecutive point numbers for new instructions are assigned by the command's/activity's directives manager. *For OPNAV, the consecutive point number for a new instruction is assigned by DNS-15*
  - ☐ For revisions or reissuances, use the next available alpha version. Do NOT use "I" and "O"
  - ☐ For record purposes, consecutive numbers can never be reused, even if previously cancelled
- Organization code for BOTH the originator and sponsor, if applicable
- Final date must reflect the date the directive is signed (DD Mmm YYYY)
- Designation line – is underlined and includes the short title of command, "INSTRUCTION" or "NOTICE" or "CHANGE TRANSMITTAL," SSIC and point number/alpha version (when applicable), and change transmittal number (when applicable).
- "From:" – always the commander or commanding officer of the command or activity, not particularly the signature authority.



# Format, Outline, and Punctuation

Designation line: command short title, type of directive spelled out, SSIC, point number and alpha version, if applicable – all underlined and in ALL CAPS

Organization code(s) for the originator and/or sponsor

SSIC and point number

Alpha version, when applicable. Do NOT use “I” and “O”



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

.....OPNAVINST 1500.47C  
.....BUPERS-33/N1  
.....11 Jun 2015

¶  
OPNAV INSTRUCTION 1500.47C

¶  
From: Chief of Naval Operations

“From:”  
commander/commanding  
officer

The date the  
directive is  
signed (DD  
Mmm YYYY)

Consecutive point  
numbers can never  
be reused, even if  
previously  
cancelled



# Format, Outline, and Punctuation

## Outline of Navy Directives

### Subject Block

- Written in ALL CAPS
- Be descriptive but concise (try to use 10 words or less)
- No acronyms



DEPARTMENT OF THE NAVY  
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2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Always in ALL  
CAPS

.....OPNAVINST 1500.47C  
.....BUPERS-33/N1  
.....11 Jun 2015

OPNAV INSTRUCTION 1500.47C

From: Chief of Naval Operations

Subj: NAVY TRAINING QUOTA MANAGEMENT

No acronyms



# Format, Outline, and Punctuation

## Required Paragraphs

- Purpose (always the first paragraph) - Must state the purpose of the directive which tells why the directive is being issued. It indicates the issuance of policies, guidelines and responsibilities. State the purpose of the series, not of the particular revision.
  - ☐ Per OPNAV 5215.17, for a revised directive, provide a summary of changes. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. In addition, place in the "purpose" paragraph the following: "This instruction is a complete revision and should be reviewed in its entirety."
- Cancellation (always the second paragraph, WHEN APPLICABLE) - Contains the statement of the cancellation or supersession when the directive cancels or supersedes another directive or document.
- Records Management - This is a CNO requirement which will be reflected in the revised OPNAVINST 5215.17A.
- Forms and/or Reports Control - where applicable (always the last paragraph in instructions, when applicable) - is used when the directive mandates the use of a form(s) and/or a reporting requirement(s)/information collection(s). The form number(s), form title(s) and where the form(s) may be accessed and/or report control symbol(s) and report title(s) must be identified in this paragraph.



# Format, Outline, and Punctuation

## Optional Paragraphs

- **Scope and Applicability (recommended):**
  - Identifies those entities which fall under the scope of the directive
  - Although not a required paragraph, it is HIGHLY recommended since directives no longer require a “To”: line that users know what directives apply to them
- **Background:** Summarize the history of the inception of the directive and may also give a description of each of the references
- **Discussion:** Explains the justification for the existence of the directive
- **Policy and/or procedures:** Provides and specifies policy and/or procedures
- **Definitions:** Provides an explanation of terms used in a directive
- **Action and/or Responsibility:** All titles or groups organizations having action and/or responsibility are identified in this paragraph. Listed highest to lowest authority. Be clear about required actions to be taken and when. Action paragraph is required for all change transmittals.



# Format, Outline, and Punctuation



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2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly)

OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1E and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction. refer to SECNAV-M-5210.2)

From: Chief of Naval Operations

Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here  
(b) References must be current and listed alphabetically  
In order as they are cited in the text  
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure  
(2) They must be listed numerically as they appear in the text  
(3) All enclosures must be legible and reproducible

1. Purpose  
a. The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.  
b. The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. Where practicable, provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. Changes made to improve readability, update background information, and the like, which do not affect the substance of the instruction, need not be summarized.

Section Break (Next Page)

## Cancellation paragraph

OPNAVINST SSIC.XX  
DD-Mmm-YYYY  
(leave blank; add  
once signed)

2. Cancellation. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels and/or supersedes another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report symbol of the cancelled report and the form number of the cancelled form must be indicated in the cancellation.

## Required Paragraph

3. Action and/or Responsibilities. All titles, groups, and organizations having action or responsibility are identified in this paragraph. The highest order of responsibility is usually listed first.

## Optional Paragraph

a. The only authorized font for Navy directives is Courier New, 12 pitch. The following is the correct formatting for subparagraphs. In an instruction, 2 spaces ALWAYS follow a period, ".", and a colon, ":", and 1 space ALWAYS follows end parenthesis, ")", and a semi-colon, ";". Never have a paragraph "1" unless there is a paragraph "2" and never have a subparagraph "a" unless there is also a subparagraph "b".

b. Sub-paragraph 2

(1) Sub-paragraph 1

(2) Sub-paragraph 2

(a) Sub-paragraph 1

(b) Sub-paragraph 2

1. Sub-paragraph 1

2. Sub-paragraph 2

a. Sub-paragraph 1

b. Sub-paragraph 2

(1) Sub-paragraph 1

(2) Sub-paragraph 2

2¶

Purpose paragraph (at least 2 lines must be on the first page)





# Format, Outline, and Punctuation

Records  
Management  
paragraph

```
.....OPNAVINST.SSIC.XX¶
.....DD-Mmm-YYYY¶
.....(leave blank;-add¶
.....once signed)¶
¶
.....(a) Sub-paragraph 1¶
¶
.....(b) Sub-paragraph 2¶
¶
4. Records Management. This paragraph is a new CNO
requirement, and will indicate the following: "Records created
as a result of this instruction, regardless of date and title,
must be managed per SECNAV Manual 5210.1 of January 2012."¶
¶
5. Forms and/or Reports Control. When an instruction requires
the use of a form or report, the form number, the report symbol,
and title of the form or report must be identified in this
paragraph. Also state where the form(s) may be obtained and how
information should be submitted.¶
¶
¶
¶
.....SIGNATURE BLOCK¶
.....(Name in all CAPS with first initial,
.....middle initial and last name)¶
¶
```

Required Paragraph

Required Paragraph

```
Distribution:¶
Electronic only, via Department of the Navy Issuances Web site¶
http://doni.documentservices.dla.mil/¶
```

Distribution Block

Forms and/or  
Reports  
paragraph, as  
applicable





# Format, Outline, and Punctuation

Required  
paragraph,  
when  
applicable

HIGHLY  
recommended,  
optional  
paragraph

Optional  
paragraph,  
when  
applicable

2. . . Cancellation . . . OPNAVINST 1500.47B. ¶

Required Paragraph

3. . . Scope . . . This instruction applies to the allocation of quotas in all Navy training courses for Navy and other Armed Services' military personnel (officer and enlisted), Department of Defense (DoD) civilians, international military students, as well as quotas for Navy personnel attending other Services' courses. ¶

Optional Paragraph

4. . . Definitions . . . See enclosure (1). ¶

5. . . Objective . . . To establish guidelines and responsibilities for optimizing training resources, managing and controlling training capacity, minimizing not-under-instruction time while assigned to training centers, and avoiding missed training opportunities. ¶

Optional Paragraph

¶ ..... Section Break (Next Page) ..... ¶

¶

..... OPNAVINST 1500.47C ¶  
..... 11 Jun 2015 ¶

¶  
Procedures for inter-Service and defense training are set forth in reference (a). . . Enclosure (2) outlines the process used to develop, approve, and load the student input plan (SIP) and enclosure (3) provides guidance and timelines for standard training quota utilization and processes for emergent quota modifications. ¶

¶

6. . . Policy ¶

Optional Paragraph



# Format, Outline, and Punctuation

## Signature Block

- There are three blank lines between the end of the body text and the signature block
- Signature block is centered at 3.2" tab
- The signature authority's name must be in ALL CAPS
- If any position titles, they are NOT in all caps
- Per SECNAV M-5216.5, do not use military titles

## Distribution Block

- There is only one blank line between the signature block and the distribution block

For unclassified OPNAV directives:

Distribution:

Electronic only, via Department of the Navy Issuances Web site

<http://doni.documentservices.dla.mil>

For FOUO, NOFORN and classified OPNAV directives:

Distribution:

Electronic only, via Department of the Navy Classified Issuances Web site

<http://hqweb.cno.navy.smil.mil/donci>



# Format, Outline, and Punctuation

.....OPNAVINST SSIC.XX¶  
.....DD MMM YYYY ¶  
.....(leave blank; add¶  
.....once signed)¶

¶

.....(a) Sub-paragraph 1¶

¶

.....(b) Sub-paragraph 2¶

¶

4. Records Management. This paragraph is a new CNO requirement, and will indicate the following: "Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012."¶

¶

5. Forms and Reports. When an instruction requires a report or the use of a form, the report symbol, form number and title of the report or form must be identified in the last paragraph. Also state where the forms may be obtained and how information should be submitted.¶

¶

¶

¶

.....J. F. DOE¶  
.....Deputy Chief of Naval Operations

Signature Block

¶

Distribution:¶  
Electronic only, via Department of the Navy Issuances Web site¶  
<http://doni.documentservices.dla.mil/>¶

Distribution Block

3 blank lines (4 returns) from the body of the text

Authority - Name in ALL CAPS and tabbed at center (3.2")

One blank line from signature block

Position titles not in all caps.



# Format, Outline, and Punctuation

## Outline (per SECNAV M-5216.5, figure 7-8)

For every subparagraph section that is added, increase by four additional spaces and start typing on the fifth (x's represent spaces and blank lines):

```
1.xxParagraph 1
x
2.xxParagraph 2
x
xxxxa.xxSubparagraph 1 [4 spaces]
x
xxxxb.xxSubparagraph 2
x
xxxxxxxx(1)xSubparagraph 1 [8 spaces]
x
xxxxxxxx(2)xSubparagraph 2
x
xxxxxxxxxxxx(a)xSubparagraph 1 [12 spaces]
x
xxxxxxxxxxxxxxxx1.xxSubparagraph 1 [16 spaces]
x
xxxxxxxxxxxxxxxxxxxxa.xxSubparagraph 1 [20 spaces ]
```

- Never have a subparagraph “a.” unless there is, at a minimum, also a subparagraph “b.”
- Due to the Courier New mono space font, never use Tab button or Numbering function; use spacebar only for spacing
- Where possible, ensure the beginning of each page and the bottom of each page contains TWO full lines of text, especially when splitting a paragraph
- Do not split paragraph titles from its text. For example, do not have a paragraph title on the bottom of a page and continue with the paragraph text at the top of the following page.



# Format, Outline, and Punctuation

Due to the Courier New mono space font, never use Tab button or Numbering function; use spacebar only for spacing

Never have a subparagraph “(1)” unless there is, at a minimum, also a subparagraph “(2)”

For every sub paragraph section that is added, increase by four additional spaces

## 6. . . Policy¶

¶ . . . .a. . .The production management office (PMO) is the single quota management process owner; serving as the quota management authority (QMA) for all processes directed within the scope of this instruction. . .As QMA, PMO oversees and manages quota planning and administration; monitors quota execution; and evaluates the overall quota management process. . .PMO must coordinate with Navy training requirement planners (planners), training agents (TA), major training customers (customers), and training resource sponsors (RS) to ensure training opportunities are allocated, based upon Navy priorities and resource constraints established by the annual budget process, through management of training requirements, plans, and quotas.¶

¶ . . . .b. . .Organizations that maintain and update training system data must ensure data quality procedures are established, effective, and utilized. . .Any system or data modifications that may potentially impact Navy training data systems must be adjudicated, through established governance processes for coordination and review, prior to implementation.¶

¶ . . . .c. . .For training quota management planning and programming, the following information systems are considered official sources of Navy training data:¶

¶ . . . . . . . . . .(1) Corporate enterprise and Training Activity Resource System (CeTARS), including the various subsystems contained therein;¶

¶ . . . . . . . . . .(2) Personalized Recruiting for Immediate and Delayed Enlistment Modernization;¶

¶ . . . . . . . . . . . . . .(a) Enlistment Assignment Information System;¶

¶ . . . . . . . . . . . . . .(b) Army Training Requirements and Resources System¶



# Format, Outline, and Punctuation

## Punctuation

2 spaces after period (“.”)

2 spaces after colon (“:”) (the only exception is the colon following “Ref:” in the reference section)

1 space after a coma (“,”)

1 space after a semi-colon (“;”)

1 space after right, end parentheses (“)”)

1 blank line between every paragraph and subparagraph



# Format, Outline, and Punctuation

2 spaces after  
a period

3. . . Corporate enterprise and Training Activity Resource System (CeTARS) . . . CeTARS provides the corporate database for formal training information. . . It promotes timely collection and dissemination of information to meet demands of various Navy echelons, other DoD departments, agencies, contractors, and authorized foreign governments. . . CeTARS is designed to support management and administrative functions for Navy training activities, schoolhouses, learning centers, training support centers, etc. . . It includes personnel management; student training management; classroom support management; class event resource scheduling; publication and equipment management; system utilities; student testing and evaluation; user feedback reporting; and related administrative support. ¶

1 space after a  
coma

¶  
4. . . Course Curriculum Model Manager . . . The training activity assigned responsibility for the course curriculum, as assigned by the curriculum control authority. . . The activity responsible for the development, revision, and maintenance of assigned course curriculum. . . This sometimes includes responsibility for courses located at different training activities. ¶

1 space after a  
semi-colon

¶  
5. . . Curriculum Control Authority . . . The activity that approves instructional methods and provides assistance to subordinate activities in the systematic development of curricula materials. . . Curriculum control authority ensures training activities continuously review and update all courses for quality, standardization, and to meet the needs of customers. ¶

1 blank line  
between  
paragraphs

Enclosure (1) ¶



# Format, Outline, and Punctuation

## SCENARIOS





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1500.470

N12

17 May 14

OPNAV INSTRUCTION 1500.470

From: Chief of Naval Operations

Subj: Navy Training Quota Management and Area of Operations  
(AOR)

Ref: (a) OPNAVINST 1500.27G

Encl: (1) Definitions and Acronyms  
(2) Student Input Plan Development Process  
(3) Quota Utilization and Modification Process

1. Purpose. To assign roles and responsibilities for managing and controlling all quotas for Navy training courses and Navy attendance at inter-Service training courses. Myriad processes exist to inform out-year planning and budgeting across multiple organizations; this instruction focuses on those necessary for training quota management. This revision expands the scope to include all Navy training quotas, establishes new terminology to allow clear communication of training management planning requirements among all Navy training stakeholders, and provides guidelines for the Navy training validation process. This instruction is a complete revision and should be reviewed in its entirety.

2. Objective. To establish guidelines and responsibilities for optimizing training resources, managing and controlling training capacity, minimizing not-under-instruction time while assigned to training centers, and avoiding missed training opportunities.



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1500.47P

N12

17 May 2014

¶

OPNAV INSTRUCTION 1500.47P

¶

From: Chief of Naval Operations

¶

Subj: NAVY TRAINING QUOTA MANAGEMENT AND AREA OF  
OPERATIONS

¶

Ref: (a) OPNAVINST 1500.27G

¶

Encl: (1) Definitions and Acronyms  
(2) Student Input Plan Development Process  
(3) Quota Utilization and Modification Process

¶

1. Purpose. To assign roles and responsibilities for managing and controlling all quotas for Navy training courses and Navy attendance at inter-Service training courses. Myriad processes exist to inform out-year planning and budgeting across multiple organizations; this instruction focuses on those necessary for training quota management. This revision expands the scope to include all Navy training quotas, establishes new terminology to allow clear communication of training management planning requirements among all Navy training stakeholders, and provides guidelines for the Navy training validation process. This instruction is a complete revision and should be reviewed in its entirety.

¶

2. Cancellation. OPNAVINST 1500.47N.

¶

3. Objective. To establish guidelines and responsibilities for optimizing training resources, managing and controlling training capacity, minimizing not-under-instruction time while assigned to training centers, and avoiding missed training opportunities.

¶

4. Definitions. See enclosure (1).

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5. . . Scope. This instruction applies to the allocation of quotas in all Navy training courses for Navy and other Armed Services' military personnel (officer and enlisted), Department of Defense (DoD) civilians, international military students, as well as quotas for Navy personnel attending other Services' courses. . .

.....Section Break (Next Page).....

.....OPNAVINST 1500.47P  
 .....17 May 2014

Procedures for inter-Service and defense training are set forth in reference (a).

## 6. . . Policy

...a. The production management office (PMO) is the single quota management process owner; serving as the quota management authority (QMA) for all processes directed within the scope of this instruction. As QMA, PMO oversees and manages quota planning and administration; monitors quota execution; and evaluates the overall quota management process. PMO shall coordinate with Navy training requirement planners (planners), training agents (TA), major training customers (customers), and training resource sponsors (RS) to ensure training opportunities are allocated, based upon Navy priorities and resource constraints established by the annual budget process, through management of training requirements, plans, and quotas.

.....(1) Corporate enterprise and Training Activity Resource System (CeTARS), including the various subsystems contained therein;

## 7. . . Responsibilities

**Page Setup**

Margins Paper Layout

Margins

Top: 0.9" Bottom: 0.9"  
 Left: 1.1" Right: 1.3"  
 Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: This section

Set As Default OK Cancel

Review View Acrobat

Watermark Page Color Page Borders Page Background Paragraph Indent Left: 0" Right: 0" Spacing Before: 0 pt After: 0 pt Position Wrap Text Bring Forward Send Backward Selection Pane Rotate

1. DEFINITIONS. See Chapter 1.

5. Scope. This instruction applies to the allocation of quotas in all Navy training courses for Navy and other Armed Services' military personnel (officer and enlisted), Department of Defense (DoD) civilians, international military students, as well as quotas for Navy personnel attending other Services' courses.

.....Section Break (Next Page).....

.....OPNAVINST 1500.47P

.....17 May 2014

Procedures for inter-Service and defense training are set forth in reference (a).

6. Policy

a. The production management office (PMO) is the single quota management process owner; serving as the quota management authority (QMA) for all processes directed within the scope of this instruction. As QMA, PMO oversees and manages quota planning and administration; monitors quota execution; and evaluates the overall quota management process. PMO shall coordinate with Navy training requirement planners (planners), training agents (TA), major training customers (customers), and training resource sponsors (RS) to ensure training opportunities are allocated, based upon Navy priorities and resource constraints established by the annual budget process, through management of training requirements, plans, and quotas.

.....(1) Corporate enterprise and Training Activity Resource System (CeTARS), including the various subsystems contained therein;

7. Responsibilities

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 1"

Left: 1" Right: 1"

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

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Comment [ZACOD1]: Where possible, ensure the beginning of each page and the bottom of each page contains TWO full lines of text, especially when splitting a paragraph

Comment [ZACOD2]: Never have a paragraph have a subparagraph "a" unless there is, at a minimum, also a sub-paragraph "b"

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Comment [ZACOD3]: Never have a paragraph have a subparagraph "(1)" unless there is, at a minimum, also a subparagraph "(2)"

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# Format, Outline, and Punctuation

## QUESTIONS & ANSWERS



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